



JOHNS HOPKINS
M E D I C I N E

JOHNS HOPKINS HEALTH SYSTEM CORPORATION
THE JOHNS HOPKINS HOSPITAL

TRAVEL

&

EXPENSE REIMBURSEMENT

USER GUIDE

JHM SAP Training

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May 29, 2013

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INTRODUCTION

PURPOSE: REIMBURSEMENT

The Hopkins SAP Travel Manager is the Hopkins SAP transaction for Hopkins employees¹ to request reimbursement for money spent on behalf of Hopkins. Expenses may be travel or non-travel related. An SAP Hopkins Travel transaction is known as a 'TRIP,' whether or not expenses include travel purchases. Hopkins SAP Travel is not used to make travel arrangements.

REQUESTING REIMBURSEMENT FOR OTHERS: TRAVEL ASSISTANT ROLE

Travel Request Assistant is the Hopkins SAP role which allows you to request reimbursement for another person. Alternatively, the Travel Reimbursement Requester role allows a person to request reimbursement for themselves only. You might have both roles, or they may be combined into the Assistant role to allow you to request for yourself and others.

WHAT EXPENSES: FOLLOWING HOPKINS AND DEPARTMENTAL GUIDELINES

The Hopkins SAP Travel Manager is designed to streamline the reimbursement of Hopkins employees and agents. All expenses must fall within institutional, departmental, and other applicable guidelines and approval, and should be verified before money is spent. Travel Assistants entering expenses on behalf of employees must receive appropriate receipts and verifications, which can be scanned and stored as business documents against the expenses entered. Any supporting information can be entered within the **Trip** or individual receipts comments section/s. For travel-related expenses, a Travel Assistant may also request signature on a paper printout of the "Results" page of the Travel Manager, which can then also be scanned and uploaded as a business document for future verification.

HOPKINS SAP TRAVEL: PART OF HOPKINS SUPPLY CHAIN

The Johns Hopkins SAP Supply Chain system controls the flow of goods and services. Hopkins SAP Travel is the transaction which allows Hopkins to reimburse employees for goods and services purchased on behalf of Hopkins, which makes this process part of the Supply Chain system.

Purchase Order (PO)	Shopping Cart	The vendor requires a purchase order before providing supplies.
Vendor Invoice (<i>for designated non-PO purchases</i>)	Online Payment Request	Hopkins does not require that a purchase order be created to provide these specific supplies.
Employee Expense Receipt	Travel and Expense Reimbursement	Items are initially purchased using an individual's personal funds

¹ Expenses to be reimbursed non-employees are submitted via the "Non-Employee Travel Reimbursement Form" found under "Forms" on the Accounts Payable website, <http://ssc.jhmi.edu>.

OPENING AND STARTING

LOGGING IN TO TRAVEL MANAGER

Log into SAP using the icon on your desktop, or through the myJohnsHopkins portal (<http://my.johnshopkins.edu>).



Opening the Travel Manager

Once in the SAP main screen, there are two ways to open the SAP Travel and Reimbursement screen (Travel Manager).

1. WebGUI (*Web-based Graphical User Interface*)

The **Travel Reimbursement** or **Travel Assistant** tab opens a web site that receives your information and passes it back and forth to SAP. You can access this from any computer connected to the Hopkins network. Click this tab to open the Travel Manager screen.

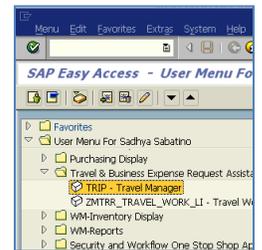
2. WinGUI (*Windows-based Graphical User Interface*) The **ECC** tab opens the SAP software on your computer (*the SAP Easy Access screen*). The software must be installed¹ and the role assigned to your position for this to be available².



You may need to click a download line or box on your browser, or a button on a pop-up screen, and then the **ECC** tab again, for the software to open.



Once open, you will see the "SAP Easy Access Menu" title at the top. On the left will be folders. Click the triangle to the left of "Travel & Business Expense...", and then double-click the Travel Manager transaction.



SAP Easy Access Menu (Win GUI)

Whether you enter through the Travel tab (Web GUI), or SAP Easy Access Menu (Win GUI), the initial Travel Manager screen will appear.



The Initial Travel Manager Screen

¹ LAN Administrators will find installation information at <http://h1support.jhu.edu/>.

² Look for ZSR articles in the Hopkins SAP Update <http://www.sapathopkins.org/>.

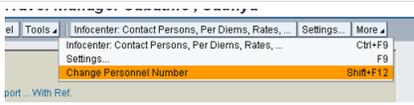
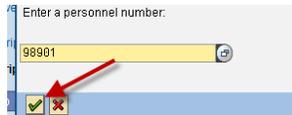
CHANGE THE PERSONNEL NUMBER IF ENTERING OR CHECKING EXPENSES FOR ANOTHER EMPLOYEE

For the SAP Travel Manager, employees are identified by their Personnel Numbers. When the Travel Manager first opens, it defaults to your Personnel Number. You only need to change the Personnel Number if you are entering expenses for someone other than yourself.

There are two methods to change the Personnel Number: 1. enter directly (best option); 2. search for an employee using the **TRIP** search category.

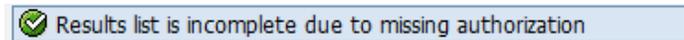
ENTER THE PERSONNEL NUMBER DIRECTLY (BEST OPTION)

The best option is to obtain the Personnel Number at the time of the receipts so that it can be entered directly. Click the Change Personnel Number button:

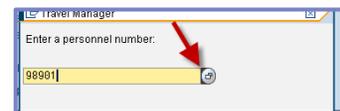
<p>WinGUI: an icon with two little people.</p> 	<p>WebGUI: click More, then Change Personnel Number in the buttons at the top of the page.</p> 	
<p>In the Change Personnel Number box, delete your Personnel Number which displays by default, enter theirs, and click the Green Check.</p>		

SEARCH FOR THE PERSONNEL NUMBER USING THE TRIP SEARCH CATEGORY

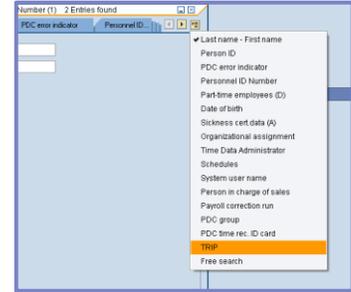
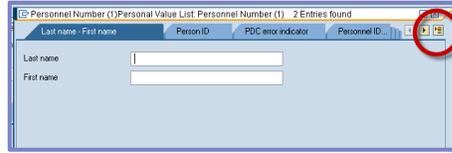
You can use the SAP Travel Manager Personnel Number search to identify the Personnel Number of employees within the organization. If you receive the error message **'Results List Incomplete Due To Missing Authorization'** be sure to change the search category to **TRIP** as shown below.



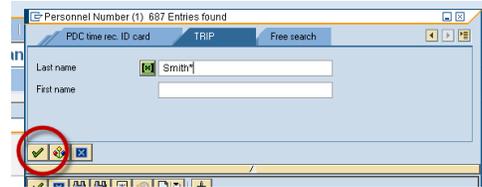
- Open the **Change Personnel Number** box as just described.
- Click the search icon to the right of the Personnel Number display.



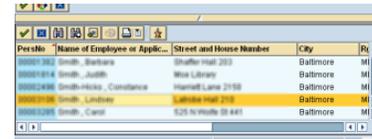
- Click the little menu selection box to the far right of the search box. From the list of search categories, select **TRIP**.¹



- Enter the employee's full last name. Or, enter just part of the last name with asterisks/s (*) to show that there are more letters.
- Click the **Green Check** mark at the lower left to start the search.



- Double-click the correct person from the list that is provided.



¹ If using the Web GUI, the TRIP category will not be visible. Click on the last visible option and reopen the search categories drop box. You will notice that the options have progressed, click on the last visible option once more. You will need to repeat this process twice because the Web GUI does not have a scroll bar in the drop down menu.

ENTERING AN EXPENSE REPORT

The first step in entering an expense report is to select the type of Expense Report. Within the SAP travel Manager there are two choices. For JHH/JHHS expenses always use the **Create Travel Expense Report** option.

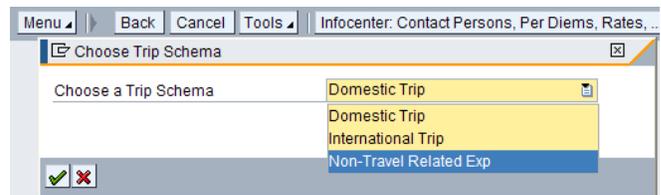
- **Create Travel Expense Report** – Used to request reimbursement for expenses and mileage.
- **Create Travel Request** – Not used by JHHS and will not be covered in this manual.



Next you will **Choose a Trip Schema**. The Trip Schema identifies what type of expenses will be entered into SAP.

Three types of Trip Schemas are:

- **Non-Travel Expense Report:**
All non-travel related purchases. No mileage, parking, or tolls should be submitted under this option. Most commonly used to reimburse wireless phone charges, payment of dues, and emergency office supplies. This section has fewer fields and less complexity when entering.



- **Domestic Trip:**
All expenses related to local or out-of-town travel – including local mileage, parking, and tolls. Also including out-of-pocket purchases with associated mileage, parking, and tolls.
- **International Trip**
All expenses related to international travel, including associated out-of-pocket purchases.

Once expenses are entered into one of the three schemas, you will then upload receipts, save, and submit.

ENTERING A NON-TRAVEL RELATED EXPENSE

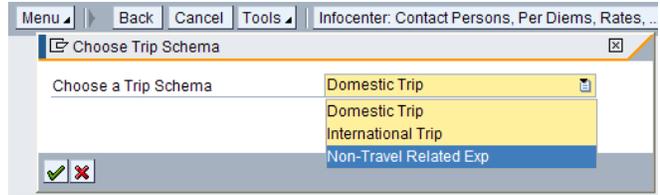
A Non-Travel Related Trip is used to reimburse purchases that are not related to travel such as wireless phone charges, payment of dues, and emergency office supplies. It cannot be used to reimburse mileage, parking, or tolls.

ENTERING GENERAL TRIP DATA



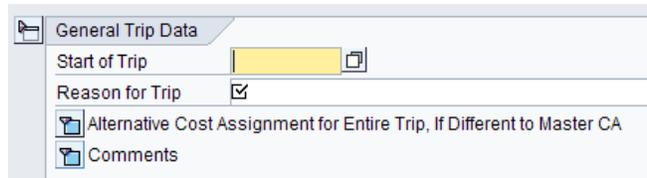
Remember to change the Personnel Number if you entering an expense for someone other than yourself. Instructions can be found in the [Changing the Personnel Number](#) section of the addendum.

- From 'Choose Trip Expense Schema' screen select **Non-Travel Related Expense**. This will open the General Trip data and Expense Receipt sections of the Non-Travel Related Expense form.



2. Start of Trip

Enter the date of the **Start of Trip**. For a Non-Travel expense, the date of the receipt/s or a single date for the reimbursement regardless of the dates of the receipts.



3. Reason for Trip

This is a free text field in which you may briefly explain the purpose of the expense.

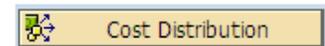
- **Be as descriptive as possible** to easily enable your Approver and any future accounting or auditing personnel to answer any questions from the information that you entered.

4. Cost Assignment (Budget Number)

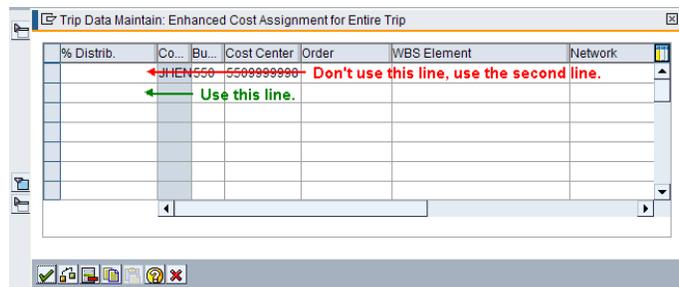
- Click the blue expand button to the left of **Alternative Cost Assignment for Entire Trip, If Different to Master CA** (Cost Assignment)



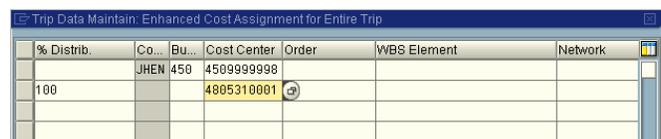
- This will expand the Cost Assignment section, and display the **Cost Distribution** button. Click that button next.



- A table will then display. You will enter your Cost Assignment (budget number) information on the SECOND line (first blank line) in that table.



- Click into the **% Distrib.** field and enter 100 (no percentage sign), if it is to be charged 100% to one Cost Center (JHHS) or Internal Order (SOM). If the cost of the Expense Report is to be distributed among multiple Cost Centers and/or Internal Orders, enter the appropriate percentage number followed by that Cost Center or Order number.



Click the green check on the lower left.

5. Comments

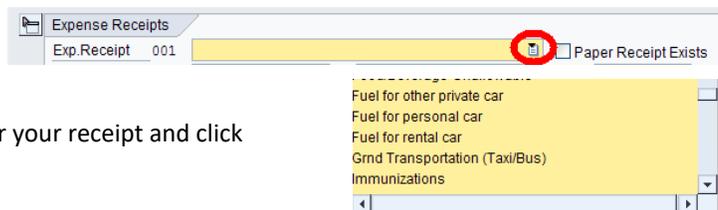
If additional information is needed to identify or explain the **Trip**, or any of its elements, click open the **Comments** box to type comments to Approver, Accounts Payable, or for questions which might arise when the specifics of the expenses have been forgotten.



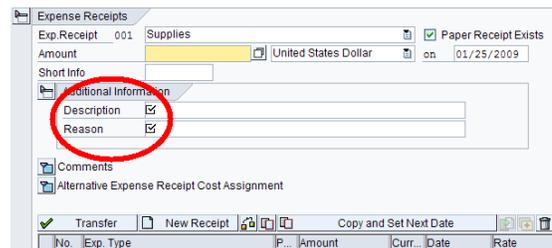
ENTERING RECEIPTS

Each receipt is entered individually. Depending on the category of receipt that you select, additional descriptions and/or codes will be required.

1. Click the list button on the right side of the **Exp. Receipt** field. This displays the list of expense categories.
2. Scroll up or down to locate the category for your receipt and click on it to select.

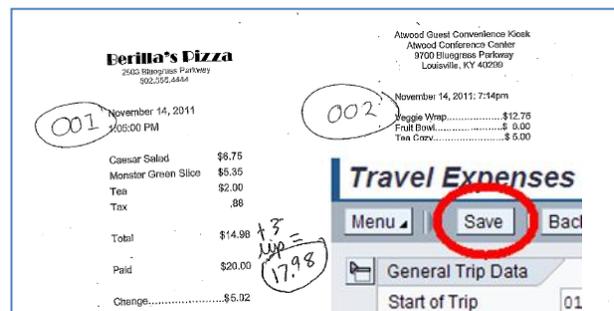


3. Complete any additional required information based on the Expense Type selected. In this example, we have selected Supplies and so the screen changes to add two fields specific to the Supply expense. Note that the Description and Reason have checkmarks which means they are required fields.



4. If additional explanation or notes are required for a specific expense, click to expand the Comments section and enter.
5. If different Cost Assignment, or Cost Assignment percentages, is required for an individual receipt, open and enter in **Alternative Expense Receipt Cost Assignment**.
6. When finished, click **Transfer** to place the information in the table below the header section.
7. You will note that the receipts are numbered 001, 002, 003...

To enable your Approver and Accounts Payable representative to match the receipts here, with the PDF copies you provide for documentation, organize and enter receipts in date order, and note the corresponding SAP receipt number on your PDF copies to match.



8. Click the **Save** button as many times as needed to retain your work. Saving early and often is a good rule. Do not hit submit until you are ready to submit your expense report for approval.

CHECKING EXPENSE REPORT, UPLOADING RECEIPT, SAVING AND SUBMITTING EXPENSE

Checking Expense Report

Once all required information has been entered for the trip you will be able view all the information that has been entered thus far. This will also allow you to print the Travel Certification Form and have it signed and dated by the travel if this is required by your department.

To view the full trip information and print the Travel Certification Form, go to the [Checking the Expense Report](#) section.

Uploading Receipt

To attach supporting documentation and receipts to your Non-Travel Related expense see the [Uploading a Receipt](#) section.

Saving and Submitting

Once all required information has been entered and receipts have been attached – the expense is ready to be saved and submitted. See the [Saving and Submitting Expense Report](#) section.

ENTERING DOMESTIC TRAVEL: LOCAL MILEAGE PARKING AND EXPENSES

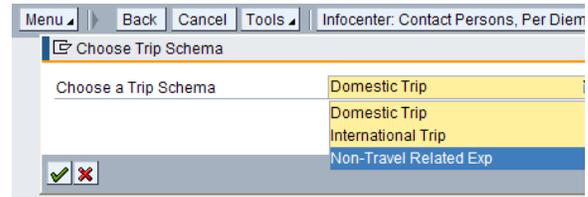
Intended for any local travel which includes parking, mileage, and tolls. Mainly used for reimbursing local meeting expenses.

ENTERING GENERAL TRIP DATA



Remember to change the Personnel Number if you entering an expense for someone other than yourself. Instructions can be found in the [Changing the Personnel Number](#) section of the addendum.

- From 'Choose Trip Expense Schema' screen select **Domestic Trip**. This will open the General Trip data, Mileage/Per Diem, and Expense Receipt sections of the Domestic Trip expense form.



- Enter the date or date range:

- The full date range of mileage if you will be using the **Mileage Distribution** function (below).

- Or, a representative date for the month (such as first day of month) if you are entering the total mileage directly into the **Miles/Km** box (below). – *This leaves open the remaining dates for other types of expenses – if the person being reimbursed may be traveling or making project-based purchases.*

General Trip Data	
Start of Trip	01/09/2013
End of Trip	01/24/2013

Use full range of mileage if utilizing Mileage Distribution function

Start of Trip	1/1/13	Time	00:00
End of Trip	1/1/13	Time	00:00
First Destin.	Local Expenses		
Trip Country	US	Region	ALL PLACES
Reason for Trip	January 2013 Local Mileage and Expenses		

Can use representative date/s if Mileage being documented outside of Mileage Distribution table. Must however be stated in Reason for Trip and be limited to one month.

- First Destination** can describe the local area traveled, or simply state "Local Mileage and Expenses."
- Trip Country** fills in automatically.
- Region:** for local mileage, leave blank. For domestic and local travel, leave the Region blank unless required by department. Step-by-step instructions for entering the region for domestic and international trips can be found in the [Entering the Region](#) section of the Addendum.
- Reason for Trip:** must state the full date range of mileage and parking reimbursements, as well as purpose of the travel and reimbursement.
- Skip **Additional Destinations** and **Advance**.
- Cost Assignment (Budget Number)**



You can't enter this until you scroll down to the **Mileage and Per Diem Reimbursement** section, and select an "Activity." (see next)

- Scroll to the **Mileage Per Diem Reimbursement** section below the **General Trip** Data section, to the Activity field. Select the best description. *You will be unable to enter the Cost Assignment in **General Trip Data** above until this is selected.*

Deductions	
Activity	
Expense Receipts	Business Meeting Consulting

- To enter the Cost Assignment, scroll back up to the **General Trip Data** section above. In this section you will enter your Cost Center/s and/or Order/s (Internal Order).

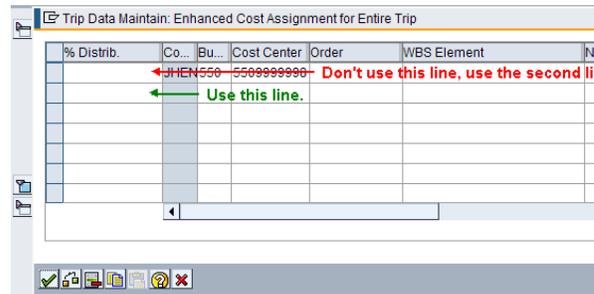
- First, open the Cost Assignment box by clicking the blue expand button to the left of **Alternative Cost Assignment for Entire Trip, If Different to Master CA**. (CA stands for Cost Assignment.)



- Click the **Cost Distribution** button.

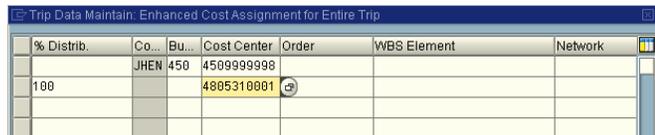


- A table will display for the Cost Assignment/s to be charged. Leave the first row completely untouched. It will be replaced when you enter your charging information in the second row.



- On the SECOND row of the table which displays (first blank row), click into the **% Distrib.** field and enter just a number for the percentage of the full Trip to be charged to the Cost Assignment. "100", or "50" if being split between multiple cost assignments. The numbers must add up to 100.

- You may now enter the number of your Cost Assignment. Depending on what your department uses, this will be a **Cost Center**, **Order** (Internal Order), or **WBS Element**. It can be only one of them. As a general rule, Health System (Hospital) employees use the Cost Center column while School of Medicine employees use Order (Internal Order). On the same line as the percentage number, enter your number in the appropriate column, then click the **Green Check** at the lower left. This entry will set the Cost Assignment for the entire **Trip**.



11. Comments

If additional information is needed to identify or explain the **Trip**, or any of its elements add it to the trip comment section. Click and open the Comments box to type comments to Approver, Accounts Payable, or for questions which might arise when the specifics of the expenses have been forgotten. This area is used for any and all explanations of the trip or expense.



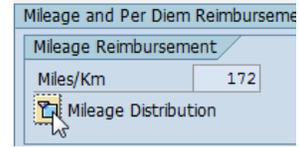
ENTERING MILEAGE



Use this section for all miles driven in a personal vehicle on approved Hopkins business, including around-town mileage for meetings.

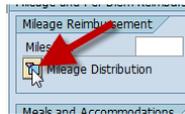
Mileage must display in the Miles/Km for reimbursement:

- either documented line-by-line within the **Mileage Distribution** box, after which the number will automatically fill here...
- or, documented separately, after which the number must be manually into the **Miles/Km** box



1. If entering mileage details into Mileage Distribution:

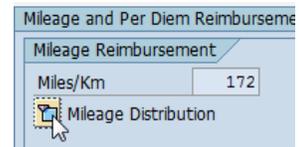
- Click the **Mileage Distribution** button.



- Enter the **Date**, **Mileage**, and **Start** and **End** locations of each leg of travel.

Date	Total	Start Locati	End Location
01/14/2013	4	JHH	Bayview
01/14/2013	4	Bayview	JHH
01/17/2013	41	JHH	Suburban
01/17/2013	41	Suburban	JHH
01/18/2013	41	JHH	Suburban
01/18/2013	41	Suburban	JHH

- Click the **Mileage Distribution** button again to close. **The total will automatically display in the Miles/Km box.** SAP will calculate the mileage reimbursement based on this number and the per mile reimbursement rate for the date of the expense report.



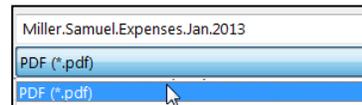
2. If entering mileage as a total, and providing separate documentation:

Documenting in an Uploaded File

- Within an Excel or Word file, detail the dates within that month of mileage, the “from” and “to” locations, and the mileage for each line, and Total. You can also use online mapping page/s with this same information.

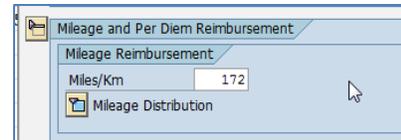
	A	B	C	D
1	Date	Start	End	Miles
2	1/14/2013	JHH	Bayview	4
3	1/14/2013	Bayview	JHH	4
4	1/17/2013	JHH	Suburban	41
5	1/17/2013	Suburban	JHH	41
6	1/18/2013	JHH	Suburban	41
7	1/18/2013	Suburban	JHH	41
8		TOTAL MILEAGE		172

- Save as an Adobe PDF file. Upload this PDF with your receipts.



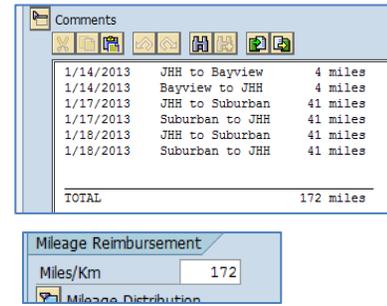
- **Enter the Total miles into the Miles/Km box.**

If you are documenting mileage separately, you must manually enter the total here for SAP to calculate.

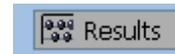


- Documenting within Comments:

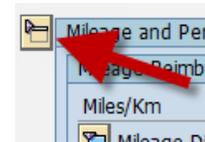
- If you prefer, detail this same information within the Comments section of General Trip Data.
- **Enter the Total miles into the Miles/Km box**
Anytime mileage is documented outside of the Mileage Distribution function, mileage must be entered manually here for SAP to calculate for reimbursement.



3. You can view the reimbursement amount by clicking the Results reporting button at the top of your screen.



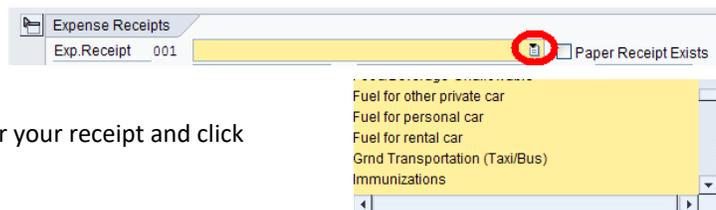
Once finished, close the Mileage and Per Diem Reimbursement section by clicking the collapse button to the left of it. This will enable you to view both the top **General Trip Data** and bottom **Expense Receipts** section to be able to view and copy information between them.



ENTERING RECEIPTS

Each receipt is entered individually. Depending on the category of receipt that you select, additional descriptions and and/or codes will be required.

1. Click the list button on the right side of the **Exp. Receipt** field. This displays the list of expense categories.
2. Scroll up or down to locate the category for your receipt and click on it to select.



Do not select a PD or Paid category unless the employee is not to be reimbursed for that receipt.

3. Complete any additional required information based on the Expense Type selected.
4. If additional explanation or notes are required for a specific expense, click to expand the Comments section and enter.
5. If different Cost Assignment, or Cost Assignment percentages, is required for an individual receipt, open and enter in **Alternative Expense Receipt Cost Assignment**.



- When finished, click **Transfer** to place the information in the table below the header section.
- Click the **Save** button as many times as needed to retain your work. Saving early and often is a good rule. Do not hit submit until you are ready to submit your expense report for approval.



CHECKING EXPENSE REPORT, UPLOADING RECEIPT, SAVING AND SUBMITTING EXPENSE

Checking Expense Report

Once all required information has been entered for the trip you will be able view all the information that has been entered thus far. This will also allow you to print the Travel Certification Form and have it signed and dated by the travel if this is required by your department.

To view the full trip information and print the Travel Certification Form, go to the [Checking the Expense Report](#) section.

Uploading a Receipt

To attach supporting documentation and receipts to your expense see the [Uploading a Receipt](#) section.

Saving and Submitting

Once all required information has been entered and receipts have been attached – the expense is ready to be saved and submitted. See the [Saving and Submitting Expense Report](#) section.

ENTERING DOMESTIC OR INTERNATIONAL TRAVEL

Domestic Trip: Used for all local or out-of-town travel – including local mileage, parking, tolls. It also includes out purchases associated with travel.

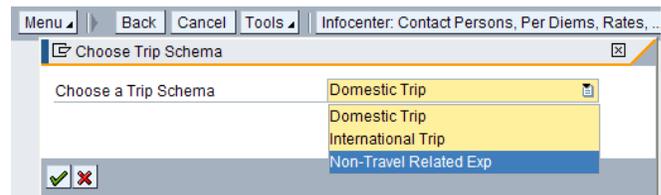
International Trip: Used for all expenses related to international travel, including associated out-of-pocket purchases.

ENTERING GENERAL TRIP DATA



Remember to change the Personnel Number if you entering an expense for someone other than yourself. Instructions can be found in the [Changing the Personnel Number](#) section of the addendum.

- From 'Choose Trip Expense Schema' screen select **Domestic Trip** for travel within the US and



International Trip for international travel. This will open the General Trip data, Mileage/Per Diem, and Expense Receipt sections of the Domestic Trip/ International Trip expense form.

2. Start of Trip

Enter the first day of travel in the **Start of Trip** field. You can select the date from the calendar tool on the right of the field or you can enter the date in the format mm/dd/yyyy.

General Trip Data			
Start of Trip	<input type="text"/>	Time	00:00
End of Trip	<input type="text"/>	Time	00:00

3. End of Trip

In the same way, enter the last day of travel in the **End of Trip** field.

4. Destination (Where Traveler Went)

Enter the **First Destin** by typing in the name of the City and State, and if applicable, Country. This is a text field and displays for Approvers and on reports.

End of Trip	<input type="text"/>	Time	00:00
First Destin.	<input type="text"/>		

5. Trip Country:

- **For Domestic, Trip Country** defaults to 'US.'

Trip Country	US	Region	<input type="text"/>	ALL PLACES NOT LISTED, US
Reason for Trip	<input type="text"/>			

- **For International, leave blank unless you know the formal two-letter abbreviation.** The abbreviation (code) will automatically fill in when you search for the International **Region** (below).

5. Region:

For domestic and local travel, leave the Region blank unless required by department. For International Travel, enter the 5 character Region Code using the search option. Step-by-step instructions for entering the region for Domestic and International trips can be found in the [Entering the Region](#) section of the Addendum.

6. Reason for Trip

This is a free text field in which you must briefly explain the purpose of the expense. This text will display to the Approver and will appear on reports.

7. Skip the **Additional Destinations** and **Advance** sections.

8. Cost Assignment (Budget Number)

You can't enter this until you scroll **down to the Mileage and Per Diem Reimbursement section, and select an "Activity."** (see next)



9. Activity

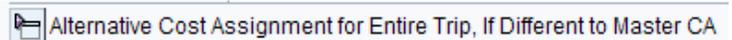
Scroll to the Mileage and Per Diem Reimbursement section and select an Activity from the pull down. Once selected, the SAP system will then allow you to enter your Cost Assignment (Budget Number).



10. Cost Assignment (Budget Number)

To enter the **Cost Assignment**, scroll back up to the **General Trip Data** section above. In this section you will enter your Cost Center/s and/or Order/s (Internal Order).

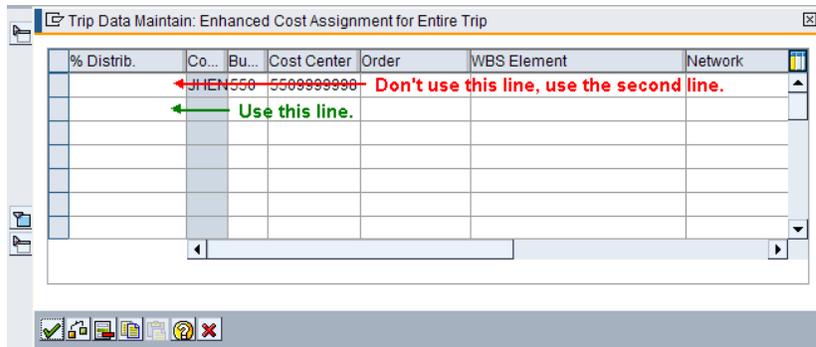
- First, open the Cost Assignment box by clicking the blue expand button to the left of **Alternative Cost Assignment for Entire Trip, If Different to Master CA**. (CA stands for Cost Assignment.)



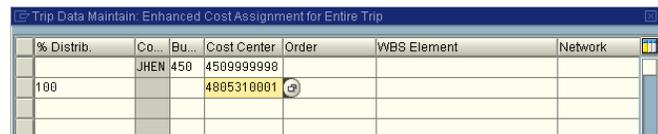
- Click the **Cost Distribution** button.



- On the SECOND row of the table which displays (first blank row), click into the **% Distrib.** field and enter the percentage distribution, without a percent sign. For example, "100", or "50" if being split between multiple Cost Assignments. The numbers must add up to 100.



- You may now enter the number of your Cost Assignment. Depending on what your department uses, this will be a **Cost Center**, **Order** (Internal Order), or **WBS Element**. It can be only one of them. As a



general rule, Health System (Hospital) employees use the Cost Center column while School of Medicine employees use Order (Internal Order). On the same line as the percentage number, enter your number in the appropriate column, then click the **Green Check** at the lower left. This entry will set the Cost Assignment for the entire **Trip**.

11. Comments

If additional information is needed to identify or explain the **Trip**, or any of its elements, click open the Comments box to type comments to Approver, Accounts Payable, or for questions which might arise when the specifics of the expenses have been forgotten.

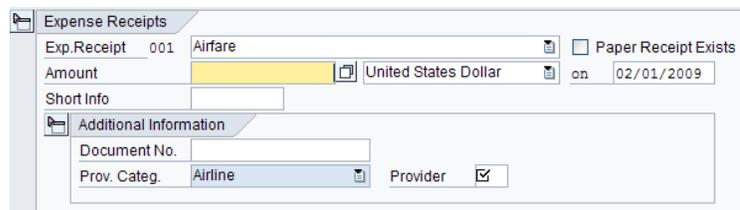


...*Mileage is only used during domestic and international travel if being reimbursed for local miles driven to and from airport or employee vehicle is used in place of air travel for entire trip.*

ENTERING RECEIPTS: AIRFARE

Important note: Because the Expense Report must cover the ACTUAL Travel Dates, Airfare must be processed under the first date of the Travel even though the ticket was purchased prior to travel. Once paid, the Expense Report can be opened to accept later expenses for additional payment.

1. Click the menu icon on the right of the Exp. Receipt field to view the Expense Receipt Categories, and select Airfare.

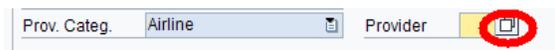


Do not select **Airfare Pd. by JH** unless the traveler is NOT to be reimbursed for the airfare cost.

2. Enter the Amount of the ticket.
3. Enter the date as the actual date of the receipt.
4. Enter the Ticket or Confirmation Number in the Document No. field.



5. Enter the Airline Provider Code. Click the Provider field and then click the search icon.



6. If the Search Criteria box is not immediately visible, click the triangle (Web GUI) or grey bar (Win GUI) to open it.

- In the Provider Name field enter part of the name of the airline. For example, type in “South” to search for Southwest Airlines. Then click **Start Search**. Double-click the Airline Name or click the **Green Check** to select it.

- Click **Transfer**. At the message that date of receipt is ‘not within trip duration,’ hit Enter to acknowledge and complete transfer

ENTERING RECEIPTS: HOTEL (LODGING)

JHHS Employees Charging to JHHS Cost Centers¹

The Lodging category is limited to the standard amount allowed by grant -making organizations. For this reason, lodging charges for JHHS employees charged to JHHS Cost Centers must be charged to the ancillary **Lodging in Excess** categories.

- For the total of room rate and taxes, add a single line. For a Domestic trip, select Lodging – **US in Excess of Max**.



Do not select the PD category unless the person is not to be reimbursed for lodging

- The date/s should automatically fill in from **General Trip Data** above.
- Enter the full amount of room rates and taxes.
- Enter the **City** only.
- If the traveler stayed in a Hotel Chain, click in the **Provider** box and then the search icon to search for the code of that Hotel Chain.
- If accommodations were provided by a non-chain, enter **ZZZ** as the code directly.
- Click **Transfer** to send the receipt to the table below.

¹ Most School of Medicine (SOM) departments follow the same procedure. Some SOM departments require lodging expenses be broken up into the following expense categories: **Lodging Taxes for US Taxes**, **Lodging (Room Rate allowed by SAP)**, and **Lodging – US in Excess of Max**. For instruction on how to use these categories see the [Lodging: SOM Employees, and JHHS Employees Charging to SOM Internal Orders](#) section of the addendum.

8. Additionally, any non-lodging lines on a hotel bill (parking, meals, wireless...) are always entered and noted on the receipt as separate line items by their own category.
9. After all receipts have been entered Click the **Save** button. Feel free to save as many times as needed to retain your work. Saving early and often is a good rule. Do not hit submit until you are ready to submit your expense report for approval.



CHECKING EXPENSE REPORT, UPLOADING RECEIPT, SAVING AND SUBMITTING EXPENSE

Checking Expense Report

Once all required information has been entered for the trip you will be able view all the information that has been entered thus far. This will also allow you to print the Travel Certification Form and have it signed and dated by the travel if this is required by your department.

To view the full trip information and print the Travel Certification Form, go to the [Checking the Expense Report](#) section below.

Uploading a Receipt

To attach supporting documentation and receipts to your expense see the [Uploading a Receipt](#) section.

Saving and Submitting

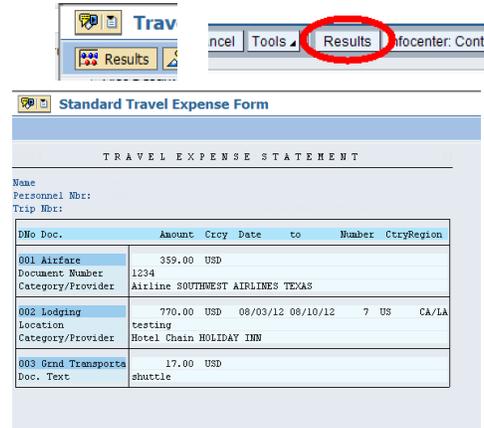
Once all required information has been entered and receipts have been attached – the expense is ready to be saved and submitted. See the [Saving and Submitting Expense Report](#) section.

CHECKING THE EXPENSE REPORT (USING THE “RESULTS” BUTTON)

At any point, click the **Results** button to view all of the information you have entered thus far.

1. Click the **Results** button at the top of the window to view the information entered, along with updated calculations.
2. Scroll down through the screen to view and check cost assignment/s, mileage, comments, and specifics for any expense.

Also, check to make sure no **“Paid”** categories have been selected unless traveler is not to be reimbursed. If any items need to be corrected, select the **SAP Back Button**  at the top of the screen to return to the expense form. Go to the Expense Receipt section and double click on the **Receipt No.** that needs to be corrected. The receipt will become visible within the Expense Receipts form – change the receipt category to the correct option and click the **Transfer** button.



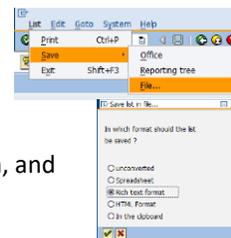
ITEMIZATION			
Date	RNo	Receipt	Amount in USD
		Airfare Pd. by JH	359.00
		Lodging - US in E	770.00
Itemization for Reimburs. Amount in USD			770.00

3. At the bottom of the document, is a certification form which can be signed and dated by the traveler if such documentation is desired.
4. To print Results from the **WinGUI** (SAP Easy Access Menu):

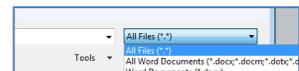
Save as a File then Print: If your local printer is not assigned, you can save the file, and

then open to print. Select **List, Save, File....** From the upper left of the screen.

Select **Rich Text Format**, and click the green check. Browse to your selected file location, and name and save the file.

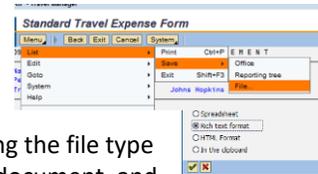


To open the file to then print, either browse to the file and select Open – your computer will select the program – or open from Microsoft Word, by first changing the file type to **“All Files,”** so that the RTF file will be recognized. You can print from the open document, and re-save as a Word document if preferred.



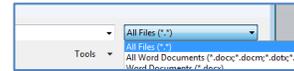
5. To print the Results page from the **WebGUI**, save the page first as a file, and then print. Select Menu, List, Save, File... from the upper left of the screen.

Select “Rich Text Format,” and click the green check. Browse to your selected file location, and name and save the file.



To open the file to then print, either browse to the file and select Open – your computer will select the program – or open from Microsoft Word, by first changing the file type to “All Files,” so that the RTF file will be recognized. You can print from the open document, and re-save as a Word document if preferred.

6. Click the **SAP Back Button** (little green circle with white check in WinGUI, a button with the word “back” in the WebGUI) to return to the Expense Reimbursement entry screen.



ATTACHING A RECEIPT (STORING A BUSINESS DOCUMENT)

Before you begin this procedure, you should have your receipts ready as **PDF files**. Use a copier with scan capabilities or a desktop scanner to create the PDF files.

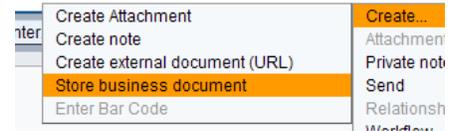
1. **Save** the expense report at least one time to receive a **Trip Number** (on top menu bar)

2. Locate the **Services for Objects Icon** (WebGUI – Upper Right, WinGUI – Upper Left).

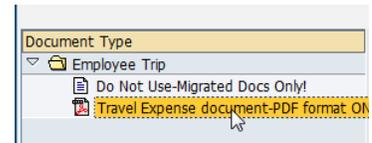
3. Click the list image on the right of the icon.



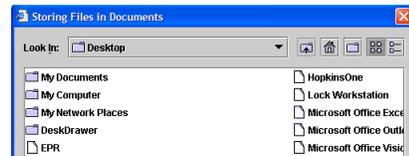
4. Click **Create – Store Business Document**.



5. Double-click – **Travel Expense Document–PDF Format Only**



6. Browse to the Scanned Document on your computer and Double-click to select it.



7. Click the **Green Check** on the lower left of that window to save the Scanned Document to the Accounts Payable server. It is now associated with your **Trip** (expense report) for your Approver, Accounts Payable, and any future documentation needs.

NOTE: If you get an HTTP 500 error, simply close the Document Viewer windows to return to your expense report. Repeat the same steps above. Most often, the second time is successful.

IMPORTANT: If the expense report is already saved and submitted, do not save again. Instead, back out using the **Back** or **Cancel** Button.

8. If **Trip** has not yet been submitted, save and submit when completed. Do not save again after submitting, unless to accommodate actual changes in **Trip** itself. If save again, submit again to keep in workflow.

NOTE: for users not able to scan as PDF: Go to <http://ssc.jhmi.edu> > Forms > Travel and Business Expense Reimbursement Cover Sheet.

VIEWING ATTACHED RECEIPTS

Follow these steps to view receipts that have been scanned and attached to the expense report.

1. Open the expense report. Locate the **Services for Objects Icon** (WebGUI – Upper Right, WinGUI – Upper Left).

2. Click the list icon on the right to bring up your options as text.

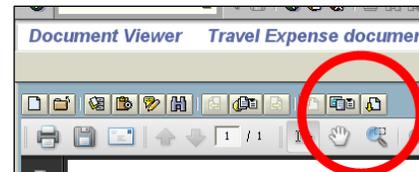


3. Select **Attachment List**.

4. Double-click the document line (“Travel Expense document-PDF format ONLY”) to open your stored receipt/s.

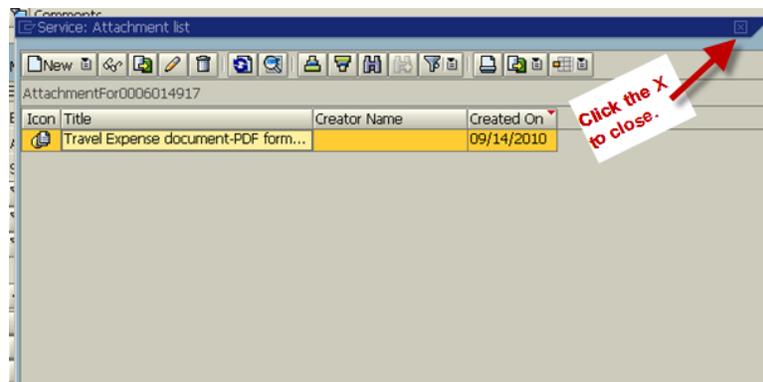


5. Use the Document Viewer Navigation Buttons to view PDF files with more than one page (PDF display will display just one page even if multiple pages – use the Document viewer Navigation buttons instead). Click through the pages using these navigation buttons.



6. When finished viewing, click the SAP back button to close this view.

7. Then, close the next Document Viewer window.



SAVING AND SUBMITTING THE EXPENSE REPORT

All expenses for a specific out-of-town or overseas trip should be contained within a single Trip with the same date range of the actual trip. Airfare, deposits, and advance fees (such as those for conferences) are usually paid by the employee in advance – and should be reimbursed at the time of expenditure. SAP Travel is designed for multiple incremental reimbursements submissions within a single Trip.

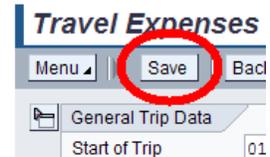
It is designed to allow you to re-save a Paid Trip, add new expenses or update previously submitted expenses, for a second, third and so on, round of approval and incremental payment.

It also allows you to re-save an Open, unpaid trip, whether or not it has yet been approved.

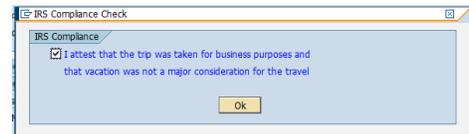
The SAP Save button saves, gives you the opportunity to submit for Approval, and pulls a Trip back if used after a Trip has been submitted.

1. Click the **Save** button as many times as needed to retain your work. Saving early and often is a good rule.

The first time you save, your expense report will be given a **Trip Number**. The second time saved, and every time after that, a box will display to ask, “Are you ready to submit your Expense Report for Approval?” Click **No** each time until the expense report is ready for review by the Approver. Note, if you do submit an Expense Report, and realize that you need to make additional changes, simply save again. This will remove the document from workflow.

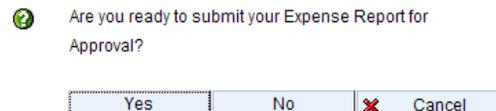


2. If you are entering an Expense Report for Domestic or International travel, you will see a checkbox, “I attest that the trip was taken for business purposes and that vacation was not a major consideration for the travel.”



As long as the purpose of the travel is Hopkins business, and only Hopkins business expenses are submitted for reimbursement, then this statement is true and the box can be checked. Personal vacation time and expenses spent at a business travel location prior to or following the business purpose is a frequent and acceptable practice. If you are entering for another person, and wish documentation before checking this statement, you can print the Results page, and request the traveler sign. See printing from the WinGUI and WebGUI in the [Results](#) section of this document.

2. When you are ready to submit the Expense Report for approval, click **Save**. Once you have saved the report once, every time after, you will receive the prompt “Are you ready to submit your Expense Report for Approval?” click **Yes** to submit for approval.



3. Once you click **Yes**, your expense report is saved and submitted.



Once the Expense Report has been submitted, do not save again unless you need to change, update or resubmit the Expense Report, or to pull it back from the Approval flow.

6. Click the **Back** button to return to the initial Travel Manager screen before logging off.

OPENING AND RE-SUBMITTING A PAID EXPENSE REPORT

If you pay for portions of travel or other expense over a period of time, submit each expense as you spend the money. You can then re-open the expense (**Trip**) once paid, to enter additional receipts. This contains all of the associated expenditures in one central document, and enables you to be reimbursed in the most timely manner.

SAP will calculate payment by subtracting any previous paid total from the new total. If all previously entered receipts remain the same, then the payment will be the new receipts only. If any previously paid receipt amounts are changed (such as a changed airfare amount), that will be calculated into the amount paid, either reducing or increasing the amount paid accordingly.

1. Once a **Trip** is paid, re-open from List of All Trips. See "[USING LIST OF ALL TRIPS](#)" within "[CHECKING STATUSES AND PAYMENTS](#)"
2. In [Comments](#), alert the Approver that this is a new submission of a previous paid **Trip**, and that only the amount not yet paid will be paid.
3. Enter any new receipts.
4. Make any changes to previously paid receipts that might be needed (a change in airfare or hotel, for example)
5. Create a PDF file of additional receipts, numbered according to the new receipt line numbers, and upload. See "[ATTACHING A RECEIPT \(STORING A BUSINESS DOCUMENT\)](#)."
6. Once complete, Save, and when prompted, click "Yes" to submit the updated **Trip** to the Approver.
7. View the Approver in Workflow (see "[VIEWING WORKFLOW](#)"), and if needed, alert the Approver that the expense is a re-submission, and that only the unpaid amount will be paid.

See the [Expense Report Management](#) and [Viewing Amounts and Multiple Payments on Paid Trips](#) sections below.

VIEWING WORKFLOW

INTRODUCTION

Workflow is how a transaction routes through appropriate processes and approvals to be finished (in this case, paid). Each time a **Trip** is saved, and then submitted, a new Workflow is initiated. If a previous Workflow was initiated but not complete, it will be stopped, “logically deleted,” and replaced with the newly Workflow.

Additionally, anytime a **Trip** is in active Workflow, and re-saved, it will then be pulled back out of Workflow (removed from the Approver’s inbox), and will need to be re-submitted, when will begin the Workflow process anew.

However, once a **Trip** has been paid, that Workflow is complete and cannot be changed. Instead, if you are opening a previously paid **Trip** to add new receipts, and submit that **Trip** for approval, a new Workflow will be initiated that will not affect the previously completed one. You can see all Workflows for a specific **Trip** from the Workflow view.

View Workflow either from inside the **Trip**, or from your ECC Outbox.

Title	Creation Date	Creation...	Status	Task
Expense report 0015007621 approval for Wooten , Russel	11/06/2011	13:49:42	Completed	Expe
Expense report 0015007621 approval for Wooten , Russel	11/06/2011	22:43:22	Completed	Expe
Expense report 0015007621 approval for Wooten , Russel	11/20/2011	12:42:16	Completed	Expe
Expense report 0015007621 approval for Wooten , Russel	11/21/2011	14:42:36	In Process	Expe

Current data for started workflow: Expense report 0015007621 approval for Wooten , Russel

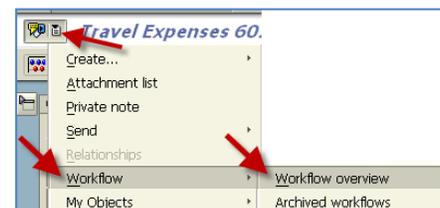
Steps in this process so far

Step name	Status	Result	Time spent	Agent

VIEWING WORKFLOW FROM INSIDE THE TRIP

When you first submit a **Trip**, you can do a quick check from the Services for Object icon, selecting “Workflow,” Workflow overview.”

1. Once the **Trip** in question is opened (and saved and submitted at least once), locate the **Services for Objects** Icon (WinGUI – Upper Left; WebGUI – Upper Right).
2. Click the list image on the right of the icon.
3. Select **Workflow – Workflow Overview**
4. **Top Section** – The top section displays all workflows initiated for this **Trip**. Be sure to select the most recent workflow to view its current status. Double-click the latest submission date to view the current Workflow. (If **Trip** has only been submitted one time, will already be selected.)



Title	Creation D...	Creation...	Status	Task
Expense report 0006021587 approval for Enseor , Sara	10/13/2011	12:53:15	Completed	Expense Rep
Expense report 0006021587 approval for Enseor , Sara	11/01/2011	01:04:49	In Process	Expense Rep

- Each time a **Trip** is re-saved, SAP will create a new Workflow. Any previous Workflow processes which are still active will be “logically deleted,” or stopped. In this top section, any Workflow which is no longer active – whether approved, rejected, or logically deleted, will display as “Completed.” You will need to view that line in the section below to know the result of any line of Workflow.
- Bottom Section – View Steps, Statuses, Agents.** Scroll down to view the Workflow. There are many lines which are simply statements of the steps performed by SAP.

- Look for the line, **Approve Expense Report...** under Step name. “Information” will display in the **Agent** field until an Approver has opened the **Trip**. Click **Information** to see who has the document to approve.

Step name	Status	Result	Time stamp	Agent
Object USR01DOHR Key CE01SMOSS1	Completed		11/03/2011 13:08:19	- Workflow System
Attribute NUMBER Value				
Object ZBO 1065 Key 00070463	Completed		11/03/2011 13:08:20	- Workf Syste
Attribute ZWAVS JHEMAIL Value				
Check if traveler is executive	Completed	Executed	11/03/2011 13:08:20	- Syst
Get Travel Approvers	Completed		11/03/2011 13:08:20	- Workf System
Get Cost Center Approvers	Completed		11/03/2011 13:08:20	- Workf System
Approve Expense Report 0006021587 for Employee Sabatino , Sadhya	Ready		11/03/2011 13:08:22	- Information...
Date Offset Calculation	Completed	Deadline calculated	11/03/2011 13:08:22	- Workf System
Get Actual Agents and their Email Address	Waiting		11/03/2011 13:08:22	-

If only one Approver is required based on the Cost Assignment entered, once the Approver approves, this step of Workflow is completed, and it routes to Accounts Payable Shared Services. You will see “Trip... Approved” in the bottom left line of Workflow log to designate that **Trip** was approved by Approver.

Exp Rpt 0006019309 approved

- If the **Trip** was rejected, click the step line that states “Expense Report Rejected” for the explanation and any instructions from the Approver on how to proceed.

Create Reject / Revise Note for the Employee Request / Expense 0015007654	Completed		11/11/2011 14:42:19	- Workflow System
Exp Rpt 0015007654 rejected for Wooten , Russel			11/11/2011 14:42:19	- Workflow System

- Note: if more than one Cost Assignment is charged, there may be two Approvers required.
- Note: if an “Optional” Travel Approver is assigned as well as a Primary Travel Approver, that Approver must approve as well for the **Trip** to be completed.

- If the **Trip** was re-saved, the “Approve Expense Report” step will now display as “Logically Deleted.” Look for a later submission, or re-submit to send through Workflow again.

Get Travel Approvers	Completed		11/21/2011 14:42:17	- Workflow System
Get Cost Center Approvers	Completed		11/21/2011 14:42:19	- Workflow System
Approve Expense Report 0015007621 for Employee Wooten , Russel	Logically Deleted		11/21/2011 14:42:19	- Workflow System
Date Offset Calculation	Completed	Deadline calculated	11/21/2011 14:42:20	- Workflow System
Get Actual Agents and their Email Address	Logically Deleted		11/21/2011 14:42:20	- Workflow System

- Click the X in the upper right of the Workflow window to Close.

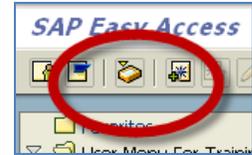


See the next section on how to access this same information from your Outbox.

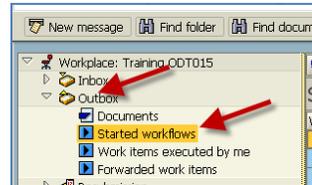
VIEWING WORKFLOW FROM YOUR ECC OUTBOX

Once your **Trip** is submitted for approval, you will want to check Workflow from your Outbox, so as not to open the **Trip** when your Approver or Accounts Payable is seeking to open the same **Trip**.

1. To view Workflow from the SAP Easy Access Menu (the WinGUI launched by clicking the ECC tab), begin by clicking the **SAP Business Workplace** “Inbox” icon near the upper left of the SAP Easy Access Menu screen.



2. From the next window, open your “Outbox” by clicking the triangle to the left of **Outbox**. Then select **Started workflows**.



3. To the right, you will see all ECC transactions submitted by you within the past thirty days¹.

W...	Work item type	Title	Status	Creation D...	Creation...	At...
▼	(Sub)workflow	Expense report 0006005605 approval f...	✓	11/01/2011	12:09:13	5
▼	(Sub)workflow	Expense report 0006005602 approval f...	✓	11/01/2011	12:07:44	5
▼	(Sub)workflow	Expense report 0006005604 approval f...	✓	11/01/2011	12:07:27	5
▼	(Sub)workflow	Expense report 0006005601 approval f...	✓	11/01/2011	12:07:07	5
▼	(Sub)workflow	Expense report 0006005606 approval f...	✓	11/01/2011	12:06:52	5
▼	(Sub)workflow	Expense report 0006005600 approval f...	✓	11/01/2011	12:06:34	5
▼	(Sub)workflow	Expense report 0006005607 approval f...	✓	11/01/2011	12:06:19	5
▼	(Sub)workflow	Expense report 0006005603 approval f...	✓	11/01/2011	12:05:53	5
▼	(Sub)workflow	Expense report 0018016280 approval f...	✓	11/01/2011	11:13:10	5
▼	(Sub)workflow	Expense report 0006005605 approval f...	✓	11/01/2011	09:59:06	5
▼	(Sub)workflow	Expense report 0006005605 approval f...	✓	11/01/2011	09:57:32	5

Current data for started workflow: Expense report 0006005601 approval f... Chase

Step name	Status	Result	Time sta
Object USR01DOHR Key ODT015 Attribute NUMBER Value	Completed		11/01/2011 12:07:08
Object ZBO 1065 Key 00096883 Attribute ZWAVS_JHEWALT Value	Completed		11/01/2011 12:07:08
Check if traveler is executive	Completed	Executed	11/01/2011 12:07:08

4. In that upper right quadrant of your screen, single click the **Trip** in question. The same Workflow steps that you see in the **Trip** Workflow will display in the lower quadrant below.

5. Follow the steps beginning with #4 in the previous section, [Opening and Re-Submitting a Paid Expense Report](#).

NOTE: If you re-save a **Trip**, you will still see the initial Workflow line item here, but it will be a stopped Workflow (logically deleted). Once that **Trip** is re-submitted, there will be a new Workflow line for that submission with active information.

NOTE: You can also view Workflow from your ECC Inbox tab. However, options are limited, and Workflow steps are not displayed on the initial screen. If you have the ECC tab, and are able to open the SAP Easy Access Menu, the Outbox available there provides better options and information.



¹ You can change the time range by “Changing the Selection Period” within your Outbox options.



CHECKING STATUSES AND PAYMENTS USING LIST OF ALL TRIPS

VIEWING OPEN (UNPAID) TRIPS

1. Open **Travel Manager** and change **Personnel Number** if searching on behalf of another person.
2. Click **List of All Trips** near the top left of the screen.
3. **Open Trips** will display automatically.

Create Travel Request
Create Travel Expense Re
List of All Trips

Travel	Reason
76963 Naranno, Benedict	
Open Trips	
11/06/20	NCC Certification
Travel Expenses	NCC Certification
Paid Trips	

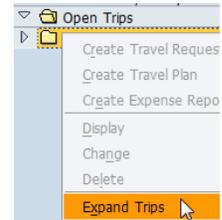
4. Pull column edges as needed to view status line.
5. If in the WebGUI, close **Detailed Navigation** panel – if taking up space on the left – by clicking Little Blue Triangle in upper left of **Detailed Navigation** panel on left.
6. **Statuses:**
 - . **Released for Approval, Trip Completed/ To Be Settled:**
Saved in the system. May or may NOT have been sent to Approvers (You must **Check Workflow**), Approval Not Completed
 - . **Trip on Hold:** Trip has been approved by Approver. Is awaiting AP (Accounts Payable) review and approval (They check for receipt and complete the audit process)
 - . **Trip Approved/Transferred to FI** – Department and AP Approval has been received. Trip will move to the Paid Trip Folder, and person will be paid the amount of that submission.
See the [Status Messages and Icons](#) page following.
7. If any **Trips** remain **Open** which you feel should have been Paid, review for the following possible statuses:
 - . Saved and not submitted
 - . Saved, submitted, not yet paid
 - . Previously paid, and re-opened, with additional expenses added, re-saved, and re-submitted, and additional expenses not yet paid from re-submission.
 - . Saved, submitted, and accidentally saved again without submitting again (not in Workflow)

VIEWING AMOUNTS AND MULTIPLE PAYMENTS ON PAID TRIPS

- To review **Trips** within the **Paid Trips** folder, right click the **Paid Trips** folder, and select **Expand Trips**.

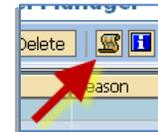
(If in the WebGUI, close the **Detailed Navigation** panel on the left by clicking the Little Blue Triangle in upper left of **Detailed Navigation** panel.)

- Each Expense Report will now display a header line (Trip line), and below that, its Expense Report line.
- The initial display will provide only a total of the amount paid on any Trip. You will need to use the **Display Payment History** function for additional information.



Travel	Reason	Travel Expense Statement I	Status	Amount	Trip Nur
97101 Smith, Donnell					
Open Trips					
10/09/2012 Baltimore MD	business meeting				180162
Travel Expenses	business meeting	Released for approval	Trip Completed/To ...	10.22 USD	180162
Paid Trips					
09/07/2012 Ft Lauderdale, FSQI Conference					180162
Travel Expenses	SQL Conference	Approved	Trip Approved/Tran...	480.00 USD	180162
09/01/2012 Cincinnati	Global Immunization Conf...				180162
Travel Expenses	Global Immunization Conf...	Approved	Trip Approved/Tran...	681.48 USD	180162

- If a **Trip** was submitted and paid more than one time (for example airfare purchased in advance of travel, and then hotel accommodations, followed by individual receipts), use the **Display Payment History** function, by clicking that button at the top of the screen¹.



- In the **Display Payment History** screen, each individual Expense Report payment and date will display, with the Total Paid, and the amount and date/s of the payment/s made.

For example, in the image below, a Paid Trip, which paid a total of \$1,785.95, shows three individual payments which total that amount, and their dates of payment.

157280	3092120	1	6	06/11/2012	06/11/2012	1,758.95	1,758.95	USD	St. Paul, MN
	06/09/2012	06/11/2012	1	1,031.39	1	USD	JHEN	1903023358	1 2012
	05/20/2012	05/23/2012	1	336.36	1	USD	JHEN	1902687422	1 2012
	02/23/2012	02/23/2012	1	191.20	1	USD	JHEN	1902617232	1 2012
157280	3085182	1	5	05/10/2012	05/13/2012	1,117.38	1,117.38	USD	Seattle WA

If specific payment type, delivery and encashment information is required on any payment, the payment document number (Online Payment document number beginning with “19”) can be clicked and opened for that information as well.

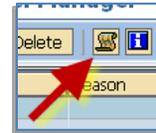
¹ The AP Display role may be required for this display. If your work responsibilities include tracking complicated expense reimbursements, request that your ZSR Initiator request this role for you. ZRSC_AP_DISPLAY_ALL | AP Display . See the ZSR Fundamentals guide on www.hopkinsmedicine.org/sap for more information if needed.

VIEWING PREVIOUS AMOUNTS PAID ON OPEN TRIPS

1. In **Open Trips** above, you will only see the Total amount of an Expense Report. If previous payments were made (if the Expense Report was submitted and paid in increments, and now submitted again with additional expenses), you will not see evidence of previous payments in this display. It will appear, instead, that the entire amount of the Expense Report is to be paid. You will need to utilize the **Display Payment History Function** here as well, to know if only a partial payment will be processed once approved.

				15008729
for approval	Trip Completed/To ...	345.73 USD	15008729	15007718
for approval	Trip Completed/To ...	42.50 USD	15007718	15004704
for approval	Trip Completed/To ...	410.22 USD	15004704	15004704

2. To view previous and multiple payments on an Expense Report, click the **Display Payment History** button at the top of the screen. As with **Paid Trips**, each individual Expense Report payment and date will display.



For example, in the image below, an Open Trip for a total of \$1,307.75, shows that two previous payments of \$179 were made. Subtract the previous payments from the total amount to know the amount which will be paid once the Open Expense Report has been approved and processed.

18056232	1	1	10/06/2008	10/06/2008	56.81	56.81
						1
19048235	1	3	10/10/2012	10/12/2012	1,307.75	1,307.75
179.00	1	USD	JHEN	1904098236	1	2013
179.00	1	USD	JHEN	1904080418	1	2013

If specific payment type, delivery and encashment information is required on any payment, the payment document number (Online Payment document number beginning with "19") can be clicked and opened for that information as well.

STATUS MESSAGES AND ICONS IN THE INITIAL SCREEN AND LIST OF ALL TRIPS

TRIP Status Stages	TRIP Status Display Terms	TRIP Status Display in Initial Screen	TRIP Status Display in "List of All Trips"	Description
Saved	Trip Completed to be Settled "Change Travel Expense"	 or, 		Once a Trip is saved, it will be displayed on the initial screen and in List of All Trips. The " Change Travel Expense " link will open Trip for change if needed . The Trip has not been sent to Approver <i>The bell icon indicates that the date of the Trip is more than 30 days in the past of future..</i>
Submitted to Approver	Trip Completed to be Settled "Change Travel Expense"	 or,  No change in status term or display	 No change in status term or display	The Trip terms and display do not change at the status of the Trip being submitted to an Approver. <i>To see status and designated Approver/s, open Trip. Click Services for Object button. Select Workflow, Workflow overview. Double-click the latest submission line in Workflow window (if more than one). Steps and "Agents" display in table below.</i> <i>If Trip submitted, but saved again without being submitted again, Workflow window will display "logically deleted" as final "Status" line.</i> <i>If Trip never submitted, Workflow window will not display. Instead, "There are no workflows that have already worked with this object" will display.</i>
Approved by Approver	Trip on Hold to be Settled "Correct the Travel Expense"			Once a Trip has been approved by the designated Travel Approver/s, the display changes, and the Trip is routed to Accounts Payable (AP) for audit. " Correct the Travel Expense " link allows access to the Trip to correct only if necessary (as the Trip has already been approved and sent to AP).
Approved by Accounts Payable	"Trip Approved/ Transferred to FI	Only Open Trips display on initial screen. Trip is in Paid status.		The audit is complete. AP initiates a payment document.
Paid	Paid on DATE	No display in initial screen		Payment has been posted. Date displays as estimated receipt date, which is initially a date in the future. If Trip had been paid in previous submission, all payments will display as a single combined amount as of the most recent payment date.

DISPLAYING THE ITEMS WITHIN A TRIP WITHOUT OPENING (OPEN OR PAID TRIPS)

1. In List of All Trips, expand the Open Trips or Paid Trips folder if not yet expanded (click Right-Facing Triangle to the left of folder)
2. Expand the **Trip** line if not yet expanded.
3. Right-Click on the Expense Line (Line with Calculator)
4. Select Display
5. View the information that was entered and any automatic calculations associated. Similar to Results display from inside **Trip**. This reflects only what has been entered, NOT actual payment.
6. This allows you to view a **Trip**, without disrupting any processing that might be occurring in that **Trip** (such as approval, updating or payment)
7. Click Back to return to List of All Trips

EXPENSE REPORT MANAGEMENT

RE-USE THE SAME EXPENSE REPORT / DATE RANGE FOR ALL ASSOCIATED EXPENSES (INCREMENTAL PAYMENTS FOR ONE EXPENSE REPORT)

For Expense Reports specific to a date range (such as a conference or training travel), employee reimbursements should be processed through a single **Expense Report**. The **Trip** document should be initiated as of the first employee expenditure (such as prepayment of airfare, conference, or hotel deposit), for the actual date range of the event/trip, even though initial expenses may be months in advance of the actual date range. The same Trip can then be re-opened, added-to, and processed and approved again, as incremental expenses are incurred. SAP is designed to allow such future-dated, re-usable, Expense Report documents. In this way, all associated expenses for a trip, or date-based project, are captured and managed by the target date, and employees are appropriately reimbursed as they incur expenses.

SAP tracks previous payments on re-used Trips, and only pays increments above the total previously paid. Additionally, SAP will not allow a second Expense Report for the employee to include any of the dates already used. Utilizing SAP's functionality in this way – and by educating and requiring staff to use the actual date range – you are making the tracking and management of reimbursements much easier for yourself and your finance administration.

See the Travel and Business Expense payment history example below – how a single Trip and its date range – were processed and paid in multiple increments. Each time one of these Trips was resubmitted, the total on the top line reflected all Trip items cumulatively, but each payment was only for the amount not already paid.

4604	21017986	1	6	06/25/2012	06/30/2012	5,399.33	5,399.33	USD	Rotterdam (Amsterdam)
	07/19/2012	07/21/2012		2,280.13	1 USD	JHEN	1904019166	1	2013
	12/16/2011	12/21/2011		3,119.20	1 USD	JHEN	1903539826	1	2012
4604	21018610	1	6	06/11/2012	06/16/2012	7,452.21	7,452.21	USD	Yokohama, Japan
	06/28/2012	06/30/2012		1,419.56	1 USD	JHEN	1903974714	1	2012
	04/04/2012	04/07/2012		675.00	1 USD	JHEN	1903773270	1	2012
	03/14/2012	03/17/2012		5,357.65	1 USD	JHEN	1903727700	1	2012

ADDENDUM

APPROVAL “RULES,” AND VIEWING AND CHANGING ASSIGNED APPROVERS

WORKFLOW “RULES”

The assignment of the **Approver** is based on:

- **Cost Center**
- **Responsible Cost Center** of the **IO (Internal Order)**, or
- Can be assigned for specific **IO (JHU)** if done so via **ZSR**.
- **WBS Element/s** charged.
- If **Approver** assigned specifically to **IO**, no longer routes to the Approvers of the responsible **Cost Center**.
- If multiple **Primary Travel Approvers** assigned to one **Cost Assignment (Cost Center, Internal Order...)**, only one must approve to complete approval.
- Departments may choose to appoint additional **Optional Travel Approver/s**, all of whom must then approve following Primary approval to complete transaction. Most departments choosing to not use Optional Travel Approval to keep reimbursement process expedient.

VIEWING ASSIGNED APPROVERS

1. ECC Enterprise tab, WinGUI, “Easy Access Menu.”
2. End User Role (last folder)
3. Select last transaction, Get Workflow Agents from Responsibilities (transaction code: zzwf_useragents)
4. If cost assignment is a Cost Center, enter into the Cost Center field.
5. If cost assignment is an Internal Order (IO):
 - Enter the IO directly into the Internal Order field to see if Approvers assigned at the level of the IO.
 - If no Approver assigned directly to IO, re-try by entering responsible Cost Center in Cost Center field.
 - To find responsible Cost Center for Internal Order, CO Display, Display Internal Order. Responsible Cost Center will display. Use that cost center to view cost center Approvers for IO.
6. Scroll to rule number/name of transaction to view assigned Approver/s. Rule 90000013 is CC Primary Travel Approver/s, Rule 90000015 is CC Optional Travel Approver.

ASSIGNING WORKFLOW: ZSR TRANSACTION

1. ECC Enterprise tab, WinGUI, Easy Access Menu
2. Security and Workflow One Stop Shop Requester Role, Security and Workflow Request.
3. Use to assign workflow, including Internal Order for Travel and Reimbursement Approver (new functionality as of 3/08)
4. Use to view current workflow assignments
5. Will suggest Approver Role if requested Approver does not yet have assigned.

6. www.hopkinsfastfacts.org , Recorded Sessions, “A New Approach to Assigning Business Warehouse (BW) Security and Workflow Approvers.” Also, search by “ZSR” in the Hopkins SAP blog, <http://sapathopkins.org> .

APPROVER NOTIFICATION

For Approvers who wish to be notified that an expense report is pending their approval,

Approvers can subscribe through a new SAP transaction called ZWORKFLOW_EMAIL. Email notifications can be especially helpful to those Approvers who do not log into SAP frequently or do not regularly check their SAP inbox.

For more information, go to the SAP@Hopkins blog page, and enter the search term ‘workflow approvers email,’ or click the below link if you are viewing this document electronically:

<http://www.sapathopkins.org/2011/11/attention-travel-workflow-approvers-would-you-like-to-get-an-email-everytime-a-request-comes-into-your-sap-inbox/>

DELETING AN OPEN, UNPAID TRIP

1. ONLY delete **Trips** in the **Open Trips** folder
2. Access the **Travel Manager**
3. Click **List of All Trips**
4. Expand **Open Trips** folder if not yet expanded (click Right-Facing Triangle to the left of folder)
5. Locate the **Trip (Expense Report)**, and Expand if not yet expanded
6. Right-click the **Calculator Line (Expense Line)** within the **Trip**
7. Select **Delete**
8. Click **Yes**

WOOPS, I FORGOT TO CHANGE THE PERSONNEL NUMBER: COPYING A TRIP BETWEEN EMPLOYEES

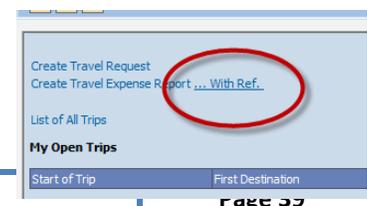
Expense Reports can be copied. This will make quicker work if multiple people have identical expenses, or if the same employee incurs the same expense as in a previous Trip.

Additionally, if a **Trip** was entered under the wrong Personnel Number (for example, the person entering did not change the Personnel Number before making the entries), a Trip can be copied to a different Personnel Number, and the original Trip deleted.

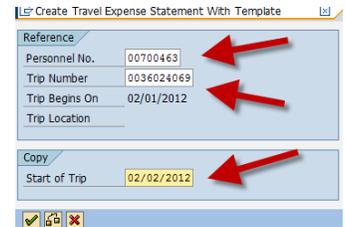
However, caution -- If the **Trip** contains a few receipts and notes, the best option is to simply delete (See [Deleting an Open, Unpaid Trip](#) above), and re-create it in the correct Personnel Number.

Steps:

1. Obtain the Personnel Number and Trip Number that you would like to copy.



- Open the Travel Manager (main Travel screen) and change the Personnel Number to the person for whom the copied Trip should be applied.
- Create the copied Trip by clicking the **With Ref** link (to the right of **Create Travel Expense Report**)
- Enter the Personnel Number and Trip number of the Trip you wish to copy.
- Enter the date that the copied Trip should begin.



If you set the date differently from the original, all of the receipt dates will update accordingly. All of the settings in the Trip will be copied.

Upload the receipts as you would any expense report. The receipts will not automatically be uploaded for the copied **Trip**.

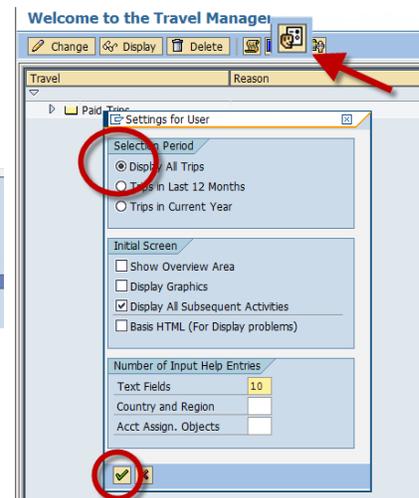
- If you need to delete the original Trip, see [Deleting an Open, Unpaid Trip](#) above.

CHANGING SETTINGS TO VIEW ALL TRIPS (NOT DEFAULT 12 MONTHS)

SAP default settings will display the last 12 months of expense reimbursements for any employee's record.

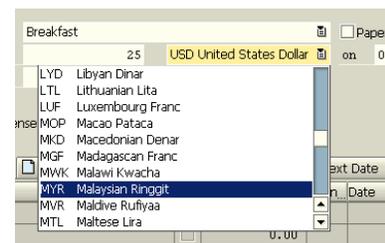
If you need to view submissions and / or payments prior to 12 months, you can easily change the setting.

- Click to **List of All Trips** from the initial Travel Manager screen.
- In List of All Trips, click the settings icon, and select **Display All Trips**.
- Click the green check. You should then be able to see all Trips within active SAP records for each Personnel Number you view.



MANAGING EXCHANGE RATES FOR INTERNATIONAL TRIPS

- In **Expense Receipts**, select receipt type to initiate a receipt record. In the currency field, click the little menu icon to display available currencies (will default to USD United States Dollars, or to the last currency selected). Scroll to and select appropriate currency.

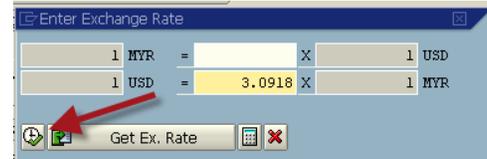


- The system will default to a 1 / 1 rate, which must be updated. Click into the Exchange Rate line, and then click the little menu icon to the right to bring up the Exchange Rate box.



- Enter the exchange rate in this box, and click the execute icon at the lower left to update your receipt.

NOTE: If you need to find the exchange rate, many Internet sites provide this information, including the US Treasury, at www.fms.treas.gov/intn.html.



- Click through (hit Enter) any “Exchange Rate Variance” messages.
- Once entered for one item, it should default for additional items. You will have to re-select USD if needed for additional receipts.
- You can use the [Results button](#) to view the conversion made to double-check your entry.

NOTES ON SEARCHING

- If a field in Travel has a Piece of Paper at the end of the field to the right, you must Click in the field and select the value from the list
- If a field is searchable, when you click in the field, an icon will appear at the end of the field on the right, Click this and it will take you to a Search Criteria Screen
- In the Search Criteria screen, locate the field with the word “Name” and use this field

Use an “*” before and after each search term, unless you would like SAP to only return items that begin with a certain number or letter, or end with a certain number or letter. In those cases, leave the asteroid off of the end which you want an exact match.

JHU SOM RESOURCES

JHU SOM REQUESTS AND ADVANCES

If requested Advance, do not enter Trip for Request until Advance received. Expense Report created will pull workflow from Request / Advance, and advance will not be received.

- Advance will only be issued 10 days prior to travel
- Advance only for meals and incidentals.
- Advance will only be issued if Accounts Payable ‘Travel Advance Recovery Form’ completed, faxed, received, and noted: <http://ssc.jhmi.edu/accountspayable/forms.html>
- For airfare and accommodations when traveler does not wish to pay out of pocket for reimbursement: <http://ssc.jhmi.edu> > Supply Chain > Travel for Hopkins travel agencies to purchase through Online Payment or Shopping Cart.

- University employees should take the University online course for Travel and Business Expense Reimbursement, and the full complement of prerequisite online courses for full understanding of University policies for expenses.

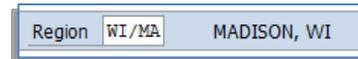
ENTERING THE REGION

For Domestic Travel

If travel includes an overnight stay, enter this code. This is the two-letter State postal code (such as **WI** for Wisconsin) followed by a forward slash '/' followed by a two-letter City code (such as **MA** for Madison).

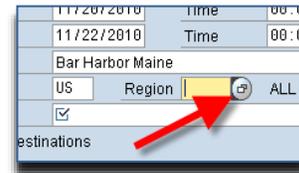
To Enter Region Directly:

- Type in the State and City abbreviations in the Region box (For example, **WI/MA** for Madison, Wisconsin).

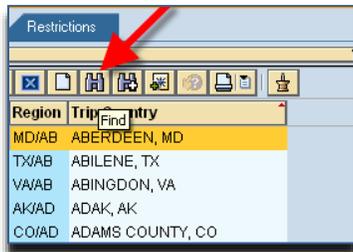


To Search for Region:

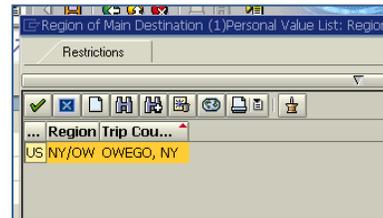
- To search for the Region code (State code / City code) Click inside the **Region** entry field to bring up the search icon to the right of that field. Click it to bring up the search window.



- You may see a long listing from which you can search with the binoculars. You can search, but this listing is incomplete...

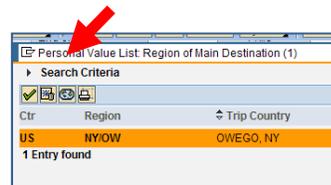
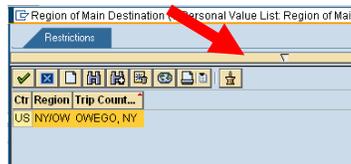


- Or, you may see just one or several Region codes that you have previously searched for and used recently.



- However, the most reliable method to search for Region is to open the Search Criteria Box, enter the State Code, and ask SAP to then give you a specific list from which to choose.**

- From the initial search window, click the bar at the top of the listing (WinGUI), or the sideways triangle (WebGUI) to open the Search Criteria box.

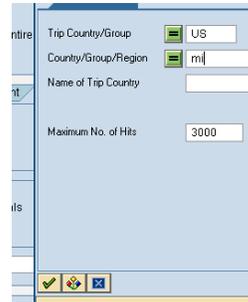


- USING THE TAB KEY on your keyboard, tab to the **Country/Group/Region** box



- Type in the two-letter State abbreviation (to narrow the list to just the selections).
- Click the **Green Check** (Start Search)
- From the list that displays, double click your selection.

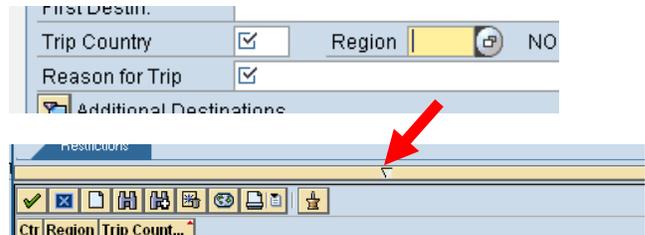
NOTE: Many cities and towns do not have their own listing. Select the closest one.



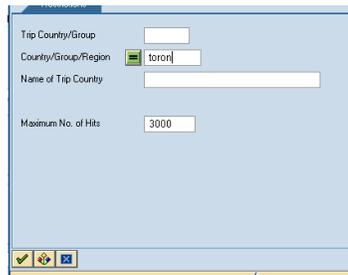
For International Travel

A five-letter code for the city or province (this field may be empty for some countries). For example, BERLI = Berlin; KATHM = Kathmandu...

- Click the search icon to the right of the Region box
- Click the bar to open the search criteria box.



- USING THE TAB KEY ON YOUR KEYBOARD, tab to the Country/Group/Region box, and enter up to five letters of the city, town, province....
- Click the **Green Check** to start search...
- Double click the selection to fill in the field. This will automatically fill the Country box as well.



LODGING: SOM EMPLOYEES, AND JHHS EMPLOYEES CHARGING TO SOM INTERNAL ORDERS

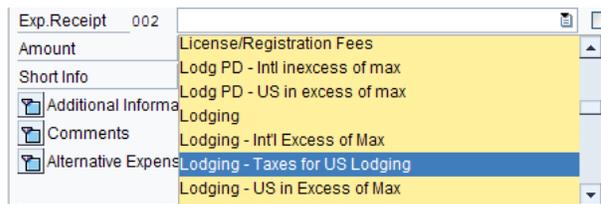
Lodging amounts must be split out by taxes (Domestic only), the standard “allowed” amount, and the remainder of the room rate as “in excess.”

- Lodging – Taxes for US Lodging (*all lodging taxes*)
- Lodging (*all room rate up to the allowed amount – SAP will give you that figure*)
- Lodging US in Excess of Max (*the remainder room rate which is above the “allowed”*)

All non-lodging charges, such as parking, meals, shuttles must be entered separately.

1. Enter Lodging Taxes

- Add all taxes items into a total. Enter that total into the Exp. Receipt field, using the category **Lodging – Taxes for US Lodging**.



Do NOT use the category: Lodging PD – Taxes for US Lodging unless the traveler is to not be reimbursed for this expense.

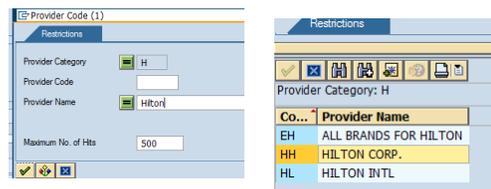
- View the **From** and **To** date and **Number of days** as carried down from General Trip Data. Make any changes needed.



- Enter the **City** only.
- Click in the **Provider** box, and then the search icon that will appear on its right.

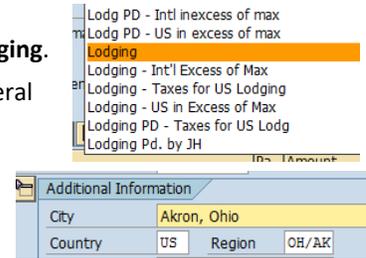


- Enter part of Hotel Chain name in **Provider name** field. Click **Start Search** (Web GUI) or the **green check** (Win GUI).
- Double-click on the name of the Hotel Chain to enter the code into the box.
- If the Hotel Chain is not listed, or lodging was through a non-chain, use **ZZZ** as the **Provider Code**.

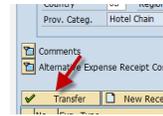


2. Enter Lodging (Room Rate)

- Add up the room rate charges, and enter them as a total in the category **Lodging**.
- The **From** and **To** dates and **Number** of nights of stay should carry from General Trip Data.
- (Do not use the category: **Lodging Pd. By JH** unless the traveler is to not be reimbursed for this expense).
- You will need to re-enter the City, Country and Region information.



- Click **Transfer**.
- Look at the bottom left of the screen. Most lodging exceeds the allowed amount for that Region, and you will see an error message giving you the exact amount allowed for the number of days entered for that region.
- You will replace the original amount you entered for lodging with the allowed amount, and hit the Transfer button again, to send to the table below.



! Amount exceeds maximum amount 4 x 138.00 (552.00)USD

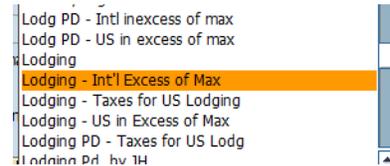
3. Lodging – US In-Excess of Max

- Enter remaining lodging amount as **Lodging – US In-Excess of Max** (NOT Lodging PD US in Excess of Max).
- Sample Domestic Trip Lodging Receipt Lines.

- 001	- Lodging – Taxes for US Lodging	- \$20.00
- 002	- Lodging (<i>Room Rate amount allowed by SAP</i>)	- \$90.00
- 003	- Lodging – US in Excess of Max (<i>Remaining Room Rate amount</i>)	- \$10.00
	Total Lodging Charges	\$120.00

4. International Lodging

For International lodging, do not make a separate line for taxes. Instead, split the lodging expenses between **Lodging** and **Lodging – Int'l Excess of Max**.



5. Additional Charges

Any non-lodging items (such as meals and parking) that appear on the hotel bill should be entered as separate items. Enter each approved non-lodging expense as a separate expense in the appropriate Expense Category.

RESOURCES, NOTES AND ADDITIONAL INFORMATION

JHU Travel Policies and Procedures

The JHU training group – Learning Resources – has created multiple online and in-class training opportunities for employees working with JHU funds and employees, including an online and in-class Travel and Reimbursement training. Please visit the Hopkins MyLearning to view and enroll in these opportunities.

The Knowledge Network: created by the JHU Training department, provides instructions, guidelines, job aids, contacts, and many additional online courses, in class courses.... Click the Knowledge Network tab when you log into SAP. Use the search box, or click through options on the left or top navigation bars.

To be sure that you have received all necessary information, University employees utilizing the Travel and Expense Reimbursement transaction should take the University online course for Travel and Business Expense Reimbursement, and the full complement of prerequisite online courses for full understanding of University policies for expenses.

Additional Resources

1. www.sapathopkins.org
 - Enter search terms, including “Travel,” “Expense Reimbursements,” “ZSR,” “Workflow”
 - Search through Archives, including March 2009 issue.
2. MyLearning: <http://my.johnshopkins.edu> ; click the MyLearning link.
3. FastFacts
<http://www.hopkinsfastfacts.org/> click “recorded sessions,” and scroll to find useful subjects.
4. Accounts Payable Shared Services: <http://ssc.jhmi.edu/accounts payable/index.html>
 - Forms, Staff Contacts
 - Supply Chain, Travel Center
5. Supply Chain Shared Services Travel Center: <http://ssc.jhmi.edu/supplychain/travel/index.html>
6. Training
 - JHHS Training, Workshops, Coaching, Support (Including SOM, DOM): Abena Carr-Walker 410-735-7065 or www.hopkinsmedicine.org/sap
 - JHU Training, Classroom Courses, use the Knowledge Network, or Contact Kathie Ruth, 443-997-6453 (Including SOM, DOM)
7. Support
 - apSSC@jhmi.edu
 - 443-997-6688